



DEPARTMENT OF AGRICULTURE

Food and Nutrition Service

Agency Information Collection Activities: 2023 Farm to School Census

AGENCY: Food and Nutrition Service (FNS), USDA.

ACTION: Notice.

SUMMARY: In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection.

This collection is a revision of a currently approved collection (OMB Number 0584-0646) for the 2023 Farm to School Census.

DATES: Written comments must be received on or before **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

ADDRESSES: Comments may be sent to: Amy Rosenthal, Food and Nutrition Service, U.S. Department of Agriculture, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314. Comments may also be via email to Amy Rosenthal at amy.rosenthal@usda.gov. Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of this information collection should be directed to Amy Rosenthal at amy.rosenthal@usda.gov, 703-305-2245.

SUPPLEMENTARY INFORMATION:

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed

collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Title: 2023 Farm to School Census

OMB Number: 0584-0646

Expiration Date: 3/31/22

Type of Request: Revision of a currently approved collection

Abstract: Section 18 of the Richard B. Russell National School Lunch Act authorized and funded USDA to establish a farm to school program in order to assist eligible entities, through grants and technical assistance, in implementing farm to school programs that improve food and agriculture education as well as access to local foods in schools. This work is housed within the FNS Office of Community Food Systems (OCFS). As part of the Farm to School Program's authorization, OCFS collects and disseminates information on farm to school activity throughout the country. OCFS conducted a national census of farm to school activity in 2013, 2015, and 2019. The Farm to School Census provides the only nationally-representative data available on farm to school participation and activities in the United States.

The 2023 Farm to School Census (Census) will collect and synthesize data from a national census of SFAs to better understand the characteristics of SFAs participating in farm to school and the scope and details of the activities they engage in (e.g., local food procurement, gardening, agriculture education). The Census will be distributed to all public¹ and private SFAs (including residential child care institutions) participating in the National School Lunch Program (NSLP) in the 50 states, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, the U.S. Virgin Islands, and Washington, DC.

¹ Public includes charter schools that operate NSLP.

The primary mode of data collection will be an online survey, distributed to SFA directors. (SFA directors will also have the option to complete the survey over the phone.) The online survey is expected to take 30 minutes to complete. Census questions will be based on prior Farm to School Census instruments, from the iterations conducted in 2019 (the currently approved collection, OMB Number 0584-0646), 2015 (OMB Number 0584-0593), and 2013 (OMB Number 0536-0069). Questions will be removed, added or adjusted based on current research interests and to make the instrument as streamlined as possible.

To construct the contact list for the Census, State Child Nutrition (CN) directors will be sent a list of all SFAs in their State or territory, based on the most recently available FNS data. They will be asked to 1) add or remove any SFAs that have begun or ended participation in the NSLP and 2) provide contact information for the director of each SFA. State CN directors will also be asked to forward a notification email and two email reminders about the Census to SFAs. Directors of State agriculture departments will also be sent one email to notify them of the Census and request their assistance in encouraging SFAs in their State to complete it.

Non-respondents will receive a reminder phone call and up to ten reminder emails. Phone calls, during which SFAs will have the opportunity to complete the Census over the phone, will be conducted by trained interviewers. Staff will also be available for technical and completion assistance via a toll-free phone number.

Affected Public: The affected public includes State, Local, and Tribal Government (directors of public SFAs participating in the NSLP, State Child Nutrition directors, State Agriculture directors); Business or Other For Profit (directors of private SFAs participating in the NSLP); and Not for Profit (directors of not for profit SFAs participating in the NSLP).

Estimated Number of Respondents: The estimated number of respondents is 18,612. This includes 12,137 respondents and 6,475 non-respondents. The number of unique respondents expected to provide data for this study are 9,862 State/local government respondents (56 CN directors, 56 State Agriculture directors, 9,750 directors of public SFAs), 1,625 business

respondents (directors of private SFAs), and 650 not for profit respondents (directors of not for profit SFAs). These numbers are based on an estimated 65% response rate to the survey for SFAs (based on the 2019 Census response rate) and a 100% response rate to requests to State CN and Agriculture directors

Estimated Number of Responses per Respondent: All respondents will be asked to respond to each specific data collection activity only once (with the exception of the two requests to CN directors to send reminder emails and 2 reminder emails from CN directors to SFAs). The overall average number of responses per respondent across the entire collection is 14.7.

Estimated Total Annual Responses: The estimated number of total annual responses is 274,111.

Estimated Time per Response: The estimated time of response varies from 2 minutes (for some emails) to 30 minutes (for completion of the Census survey), as shown in the burden table below. The estimated time per response is 4.75 minutes (0.08 hours).

Estimated Total Annual Burden on Respondents: 21,722 hours. This includes 15,750 hours for respondents and 5,972 hours for non-respondents. See the table below (Table 1) for estimated total annual burden for each type of respondent.

Cynthia Long,

Administrator,

Food and Nutrition Service.

Table 1: Burden Table:

Respondent Type	Respondent Description	Data Collection Activity	Sample Size	Responsive						Non-Responsive				Total Annual Hour Burden
				Number of respondents	Frequency of Response	Total Annual Responses	Hours per Response	Annual Burden (hours)	Number of non-respondents *	Frequency of Response	Total Annual Responses	Hours per Response	Annual Burden (hours)	
State/local government	State Child Nutrition directors	Recruitment email from FNS to State Child Nutrition Directors	56	56	1	56	0.0668	3.74	0	0	0	0.00	0.00	3.67
		Recruitment email from Study Team to State Child Nutrition Directors ¹	56	56	1	56	1.00	56.00	0	0	0	0.00	0.00	55.00
		Pre-Census Recruitment Email from State Child Nutrition Directors to SFAs	56	56	1	56	0.50	28.00	0	0	0	0.00	0.00	27.50
		Census Reminder Emails from State Child Nutrition Directors to SFAs	56	56	2	112	0.50	56.00	0	0	0	0.00	0.00	55.00
	State Agriculture directors	Recruitment email from FNS to State Department of Agriculture	56	56	1	56	0.50	28.00	0	0	0	0.00	0.00	27.50
		Subtotal (States)	112	112	3	336	0.51	171.74	0	0.00	0	0.00	0.00	168.67
	SFA directors: Public schools	Pre-Census recruitment email from State Child Nutrition Directors to SFAs	15,000	9,750	1	9,750	0.0668	651.30	5,250	1	5,250	0.0334	175.35	826.65
		Census introductory email from Study Team to SFAs	15,000	9,750	1	9,750	0.0668	651.30	5,250	1	5,250	0.0334	175.35	826.65
		Census preparation worksheet	15,000	4,875	1	4,875	0.50	2,437.50	10,125	1	10,125	0.0334	338.18	2,775.68
		Census survey pretest	9	9	1	9	1.50	13.50	0	0	-	0.00	0.00	13.50
		Census survey	15,000	9,750	1	9,750	0.50	4,875.00	5,250	1	5,250	0.0501	263.03	5,138.03
		Census Frequently Asked Questions (FAQ)	15,000	7,500	1	7,500	0.25	1,875.00	7,500	1	7,500	0.0334	250.50	2,125.50
		Census reminder email #1	14,100	846	1	846	0.0501	42.38	13,254	1	13,254	0.0334	442.68	485.07
		Census reminder email #2	13,254	795	1	795	0.0501	39.84	12,459	1	12,459	0.0334	416.12	455.96
		Census reminder email #3	12,459	748	1	748	0.0501	37.45	11,711	1	11,711	0.0334	391.16	428.61
		Census reminder email #4	11,711	703	1	703	0.0501	35.20	11,009	1	11,009	0.0334	367.69	402.89
		Census reminder email #5	11,009	661	1	661	0.0501	33.09	10,348	1	10,348	0.0334	345.62	378.72

		Census reminder email #6	10,348	621	1	621	0.0501	31.11	9,727	1	9,727	0.0334	324.89	355.99
		Census reminder email #7	9,727	584	1	584	0.0501	29.24	9,144	1	9,144	0.0334	305.39	334.63
		Census reminder email #8	9,144	549	1	549	0.0501	27.49	8,595	1	8,595	0.0334	287.07	314.56
		Census reminder emails from State Child Nutrition Directors to SFAs	15,000	9,750	2	19,500	0.0668	1,302.60	5,250	2	10,500	0.0334	350.70	1,653.30
		Census follow-up telephone script #1	8,595	1,719	1	1,719	0.0501	86.12	6,876	1	6,876	0.0334	229.66	315.78
		Census follow-up telephone script #2	6,876	1,375	1	1,375	0.0501	68.90	5,501	1	5,501	0.0334	183.73	252.62
		Census thank you email	9,750	9,750	1	9,750	0.0334	325.65	0	0	0	0.00	0.00	325.65
		Subtotal (SFAs: Public Schools)	15,000	9,750	8	79,483	0.16	12,562.67	5,250	27.14	142,498	0.03	4,847.11	17,409.78
		Subtotal (All State/local government)	15,112	9,862	8	79,819	0.16	12,734.41	5,250	27.14	142,498	0.03	4,847.11	17,578.45
Business	SFA directors: Private schools	Pre-Census recruitment email from State Child Nutrition Directors to SFAs	2,500	1,625	1	1,625	0.0668	108.55	875	1	875	0.0334	29.23	137.78
		Census introductory email from Study Team to SFAs	2,500	1,625	1	1,625	0.0668	108.55	875	1	875	0.0334	29.23	137.78
		Census preparation worksheet	2,500	813	1	813	0.50	406.25	1,688	1	1,688	0.0334	56.36	462.61
		Census survey	2,500	1,625	1	1,625	0.50	812.50	875	1	875	0.0501	43.84	856.34
		Census Frequently Asked Questions (FAQ)	2,500	1,250	1	1,250	0.25	312.50	1,250	1	1,250	0.0334	41.75	354.25
		Census reminder email #1	2,350	141	1	141	0.0501	7.06	2,209	1	2,209	0.0334	73.78	80.84
		Census reminder email #2	2,209	133	1	133	0.0501	6.64	2,076	1	2,076	0.0334	69.35	75.99
		Census reminder email #3	2,076	125	1	125	0.0501	6.24	1,952	1	1,952	0.0334	65.19	71.43
		Census reminder email #4	1,952	117	1	117	0.0501	5.87	1,835	1	1,835	0.0334	61.28	67.15
		Census reminder email #5	1,835	110	1	110	0.0501	5.52	1,725	1	1,725	0.0334	57.60	63.12
		Census reminder email #6	1,725	103	1	103	0.0501	5.18	1,621	1	1,621	0.0334	54.15	59.33
		Census reminder email #7	1,621	97	1	97	0.0501	4.87	1,524	1	1,524	0.0334	50.90	55.77
		Census reminder email #8	1,524	91	1	91	0.0501	4.58	1,432	1	1,432	0.0334	47.85	52.43
		Census reminder emails from State Child Nutrition Directors to SFAs	2,500	1,625	2	3,250	0.0668	217.10	875	2	1,750	0.0334	58.45	275.55
		Census follow-up telephone script #1	1,432	286	1	286	0.0501	14.35	1,146	1	1,146	0.0334	38.28	52.63

		Census follow-up telephone script #2	1,146	229	1	229	0.0501	11.48	917	1	917	0.0334	30.62	42.10
		Census thank you email	1,625	1,625	1	1,625	0.0334	54.28	0	0	0	0.00	0.00	54.28
	Subtotal (Business)		2,500	1,625	8	13,246	0.16	2,091.53	875	27.14	23,750	0.03	807.85	2,899.38
Not for Profit	SFA directors: Not for profit schools	Pre-Census recruitment email from State Child Nutrition Directors to SFAs	1,000	650	1	650	0.0668	43.42	350	1	350	0.0334	11.69	55.11
		Census introductory email from Study Team to SFAs	1,000	650	1	650	0.0668	43.42	350	1	350	0.0334	11.69	55.11
		Census preparation worksheet	1,000	500	1	500	0.50	250.00	500	1	500	0.0334	16.70	266.70
		Census survey	1,000	650	1	650	0.50	325.00	350	1	350	0.0501	17.54	342.54
		Census Frequently Asked Questions (FAQ)	1,000	500	1	500	0.25	125.00	500	1	500	0.0334	16.70	141.70
		Census reminder email #1	940	56	1	56	0.0501	2.83	884	1	884	0.0334	29.51	32.34
		Census reminder email #2	884	53	1	53	0.0501	2.66	831	1	831	0.0334	27.74	30.40
		Census reminder email #3	831	50	1	50	0.0501	2.50	781	1	781	0.0334	26.08	28.57
		Census reminder email #4	781	47	1	47	0.0501	2.35	734	1	734	0.0334	24.51	26.86
		Census reminder email #5	734	44	1	44	0.0501	2.21	690	1	690	0.0334	23.04	25.25
		Census reminder email #6	690	41	1	41	0.0501	2.07	648	1	648	0.0334	21.66	23.73
		Census reminder email #7	648	39	1	39	0.0501	1.95	610	1	610	0.0334	20.36	22.31
		Census reminder email #8	610	37	1	37	0.0501	1.83	573	1	573	0.0334	19.14	20.97
		Census reminder emails from State Child Nutrition Directors to SFAs	1,000	650	2	1,300	0.0668	86.84	350	2	700	0.0334	23.38	110.22
		Census follow-up telephone script #1	573	115	1	115	0.0501	5.74	458	1	458	0.0334	15.31	21.05
		Census follow-up telephone script #2	458	92	1	92	0.0501	4.59	367	1	367	0.0334	12.25	16.84
		Census thank you email	650	650	1	650	0.0334	21.71	0	0	0	0.00	0.00	21.71
		Subtotal (Not for profit)		1,000	650	8	5,473	0.17	924.11	350	26.64	9,325	0.03	317.30
	TOTAL REPORTING BURDEN			18,612	12,137	8	98,538	0.16	15,750	6,475	27.12	175,572	0.03	5,972